Create a

Utility Permit Application

A RULIS Job Aid

Roles Impacted

External Utility Consultants
Utility Owners

Last Revised

August 2023

UTILITY PERMIT

Introduction

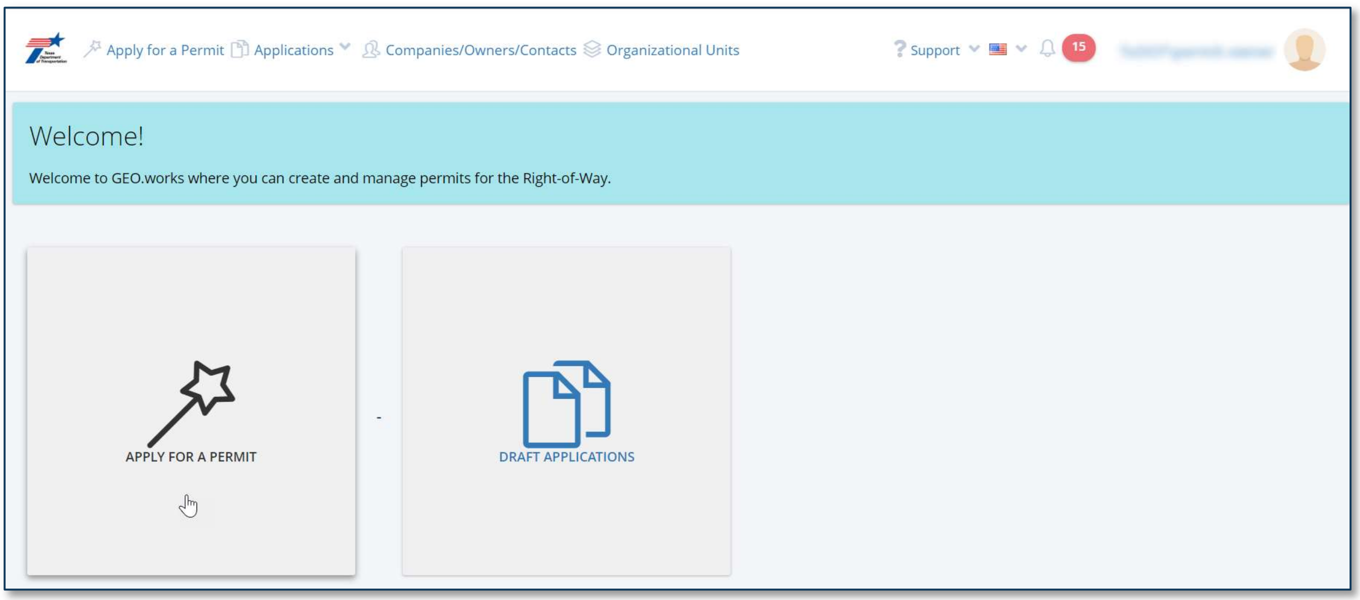
A utility owner must apply for a permit with TxDOT when they need to install a new facility on TxDOT right of way, to perform maintenance on a facility on TxDOT right of way, or to perform an adjustment to a facility on TxDOT right of way required due to a transportation project. This job aid describes the process for creating a utility permit application in RULIS.

Process Overview

1. **Create an Application**
2. **Define the Project Boundary**
3. **Draw the Utility Design**
4. **Complete the Questionnaire**
5. **Submit the Application**
6. **Check the Status of a Submitted Application**
7. **Respond to Requests for Additional Information**
8. **Manage Tasks for Approved Permits**

1. Create an Application

To create a new utility permit application in RULIS, begin on the **Home** page and follow the steps below.



1. Click the **Apply for a Permit** button.

The **Apply for a Permit** page appears.

2. Select **Utility Permit Design.**

The Apply for a Permit page will appear. Options include creating a **Utility Permit Design** for:

- Communication
- Electric
- Petroleum and Gaseous Materials
- Water
  - Select this option for sewer and wastewater. Sewer attributes will be added when drawing the utility design.

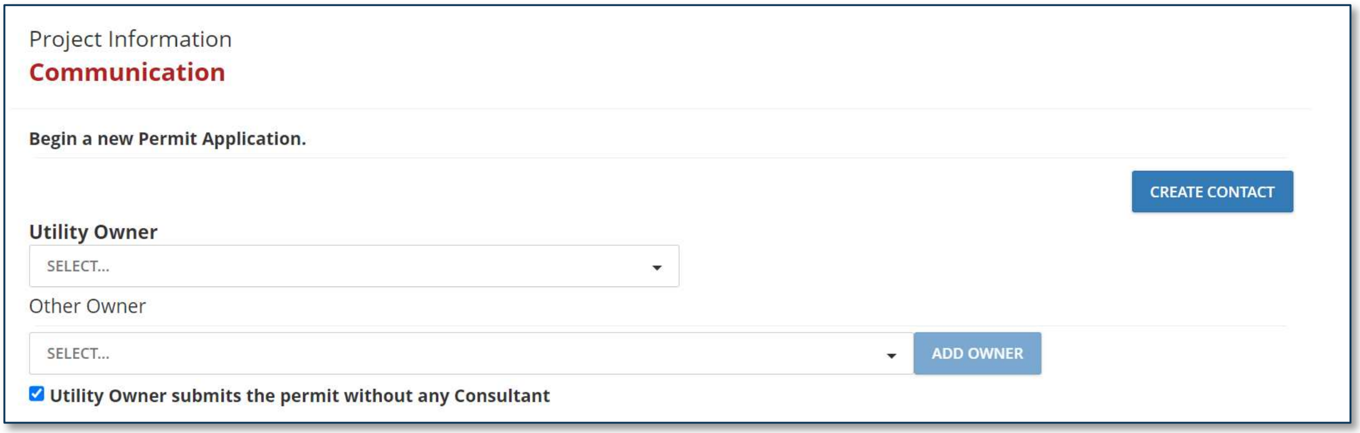
SUE (Subsurface Utility Engineering)

SUE is described in a later section of this job aid.

3. Click Create next to the desired utility type. **The Project Information** page will appear for the utility type selected.

Utility Permit Design

The **Project Information** page appears.



4. Select the **Utility Owner**.

- If the appropriate utility is not available, click **Create Contact** to add the utility to the system. More information can be found in the **Create a Utility Permit Contact** job aid.
- If there is more than one owner, select the **Other Owner** and click **Add Owner**.
- To remove an **Other Owner**, click the **minus (–)** icon next to the **Other Owner** name. A confirmation message appears. Click **Yes**.

By default, RULIS assumes that the **utility owner submits the permit without any consultant**. If a consultant is completing the application, click the box to remove the checkmark.

This generates an additional field to identify the consultant and adds a later step for the utility owner to acknowledge the application before it is reviewed by TxDOT.

5. Enter a **Project Title**.

By default, RULIS automatically populates the utility type and the date and time the permit application was started.

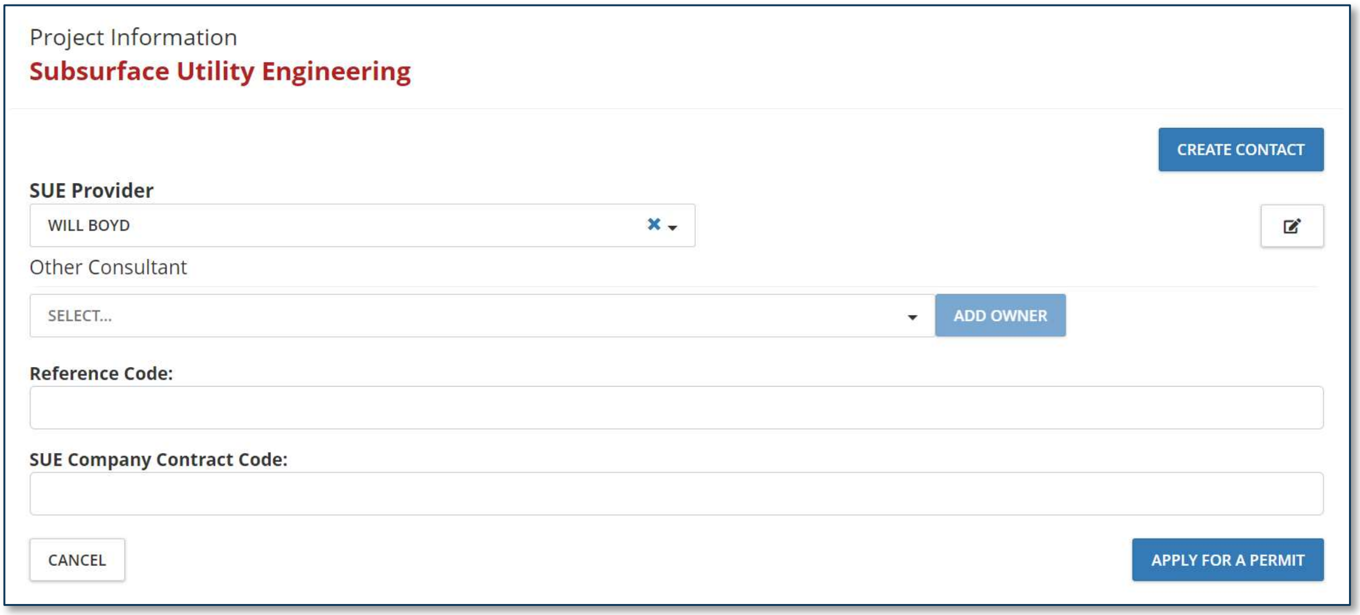
6. Enter the **Code: Associated TxDOT Connect Utility ID** from TxDOTCONNECT (optional).
7. Enter the **Utility Company Project Code** (optional).
8. To authorize other users to manage the application, click **Let other people manage this application** and select the users (optional).
9. Click **Apply for a Permit**.

The **Project Information** page appears differently if **SUE** was selected as the application category. This is described on the next page.

SUE (Subsurface Utility Engineering)

10. Click **Create** next to the desired utility type (**Subsurface Utility Engineering** is the only type available).

The **Project Information** page appears.



11. Select the **SUE Provider**.

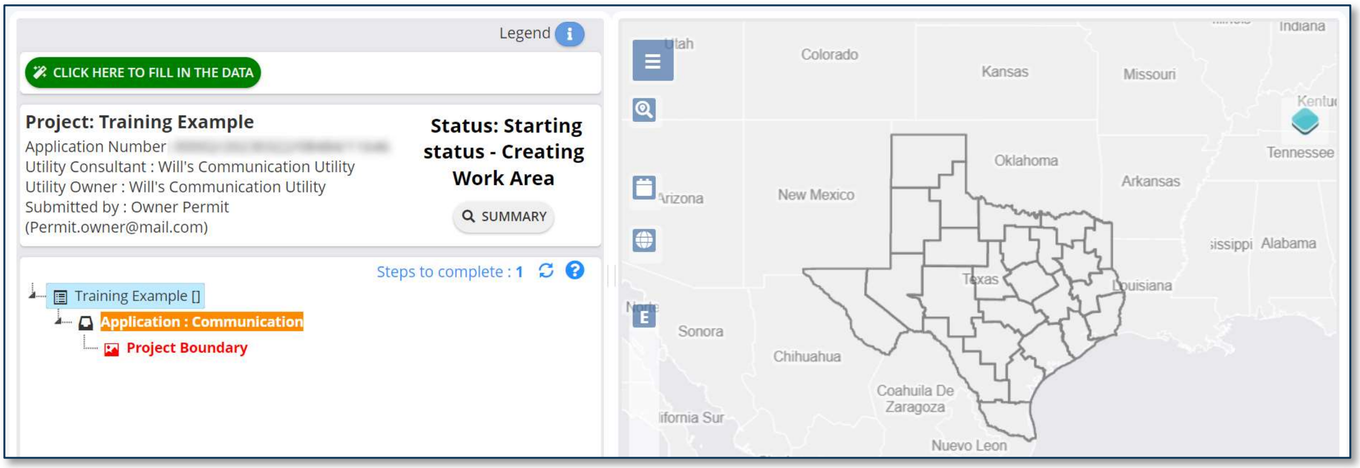
- If the appropriate SUE Provider is not available, click **Create Contact** to add the provider to the system. More information can be found in the **Create a Utility Permit Contact** job aid.
- If there is more than one provider, select the **Other Consultant** and click **Add Owner**.
- To remove an **Other Consultant**, click **–** next to the **Other Consultant** name. A confirmation message appears. Click **Yes**.

12. Enter a **Reference Code**, if available.

13. Enter a **SUE Company Contract Code**, if available.

14. Click **Apply for a Permit**.

The **Application Details** appears.



To begin the application, click **CLICK HERE TO FILL IN THE DATA** to Fill in the Data.

The first step in completing the application is to **Define the Project Boundary**. This is described in the next section of this job aid.

2. Define the Project Boundary

Use the map functionality to draw the project boundary as described below.

Use the **Search** button to type a route number, name, or control section.

Use the **Globe** button to type the longitude and latitude.

Use the **Zoom** buttons and slider to adjust the zoom manually.

Use the **Layer** tool to adjust what features appear on the map.

Use the **Draw Polygon** tool to draw the boundaries of the work area.

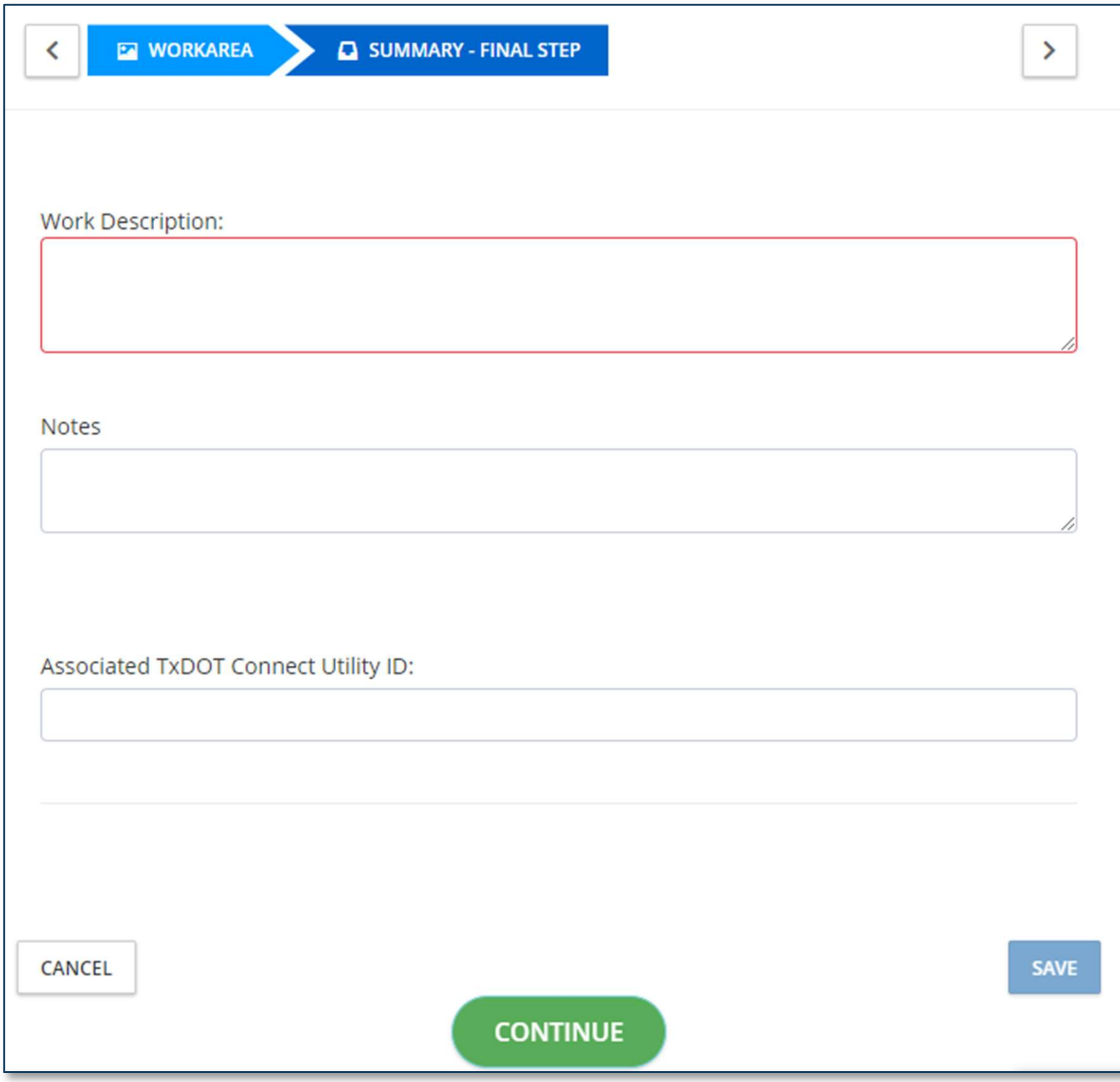
> Click on the last point to close and complete the polygon.

Use the **Modify Geometry** tool to make changes to location you have already drawn.

Use the **Move Geometry** tool to move a location you have already drawn.

Use the **Delete Geometry** tool to delete a location you have already drawn.

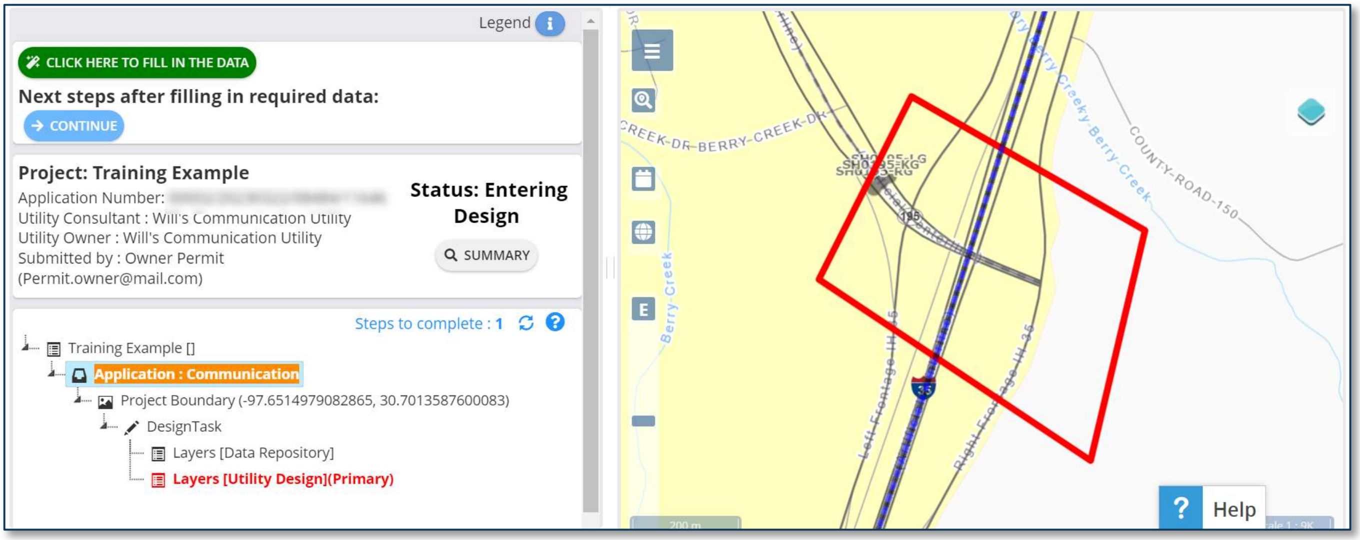
1. Use the **Search**, **Globe**, or **Zoom** tools to zoom to the desired location.
2. Click the **Draw Polygon** tool.
3. Click points on the map to draw a closed shape and define the project boundary.
4. Click **Next** at the bottom of the page.



5. Enter **Work Description**.
6. Enter any relevant **Notes** (not required)
7. Enter a **Associated TxDOTCONNECT Utility ID** (not required).
8. Click **Continue**.

For **SUE** permit applications, this page does not appear until the next step. It also requires **SUE Scope and Description**.

The **Application Details** page appears with the project boundary visible on the map.



To continue the application, click **CLICK HERE TO FILL IN THE DATA** or the **Continue** button.

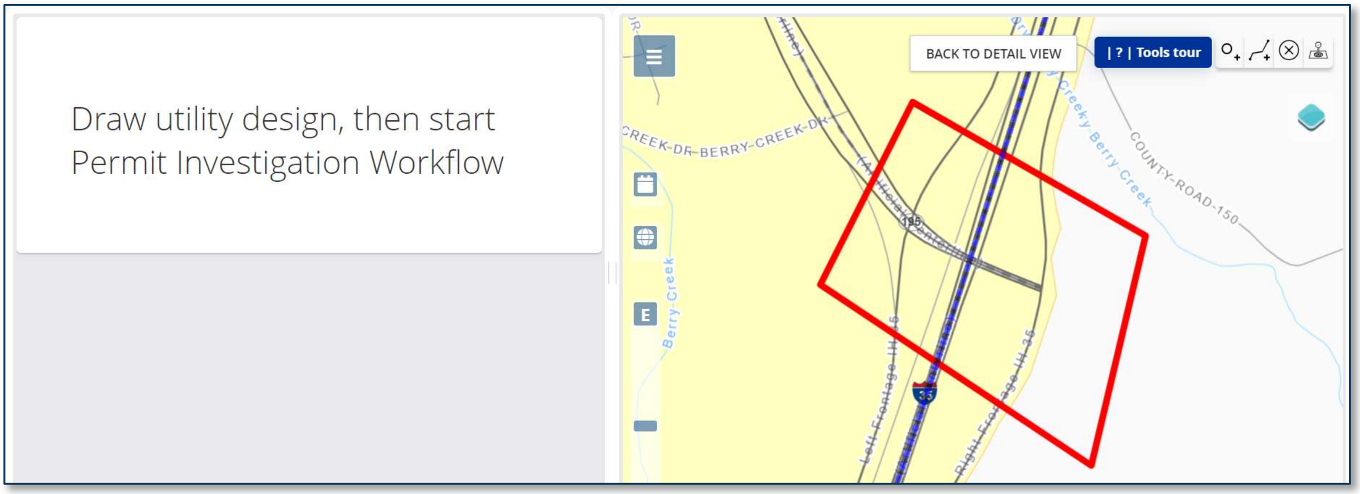
- The next step in completing a **Utility Permit Design** application is to **Draw the Utility Design**. This is described in the next section of this job aid.
- The next step in completing a **SUE** application is to enter Contacts, Import SUE Data, and submit to TxDOT for review with attached SUE data. Use the blue prompt buttons to continue through the SUE application process.

3. Draw the Utility Design

For Utility Design Permit applications, use the map feature to draw the utility design as described below.

Note you can upload a shape file from the Applications Detail page:

1. Click **Back to detail view**.
2. Right click **Layers Utility Design Primary**.
3. Click **Import data** and then upload shape or .csv file.



Use the **Data Panel** button to display and select utility attributes.

Use the **Calendar** button to show items by date.

Use the **Globe** button to type the longitude and latitude.

Use the **Extent** button to view the map at the fullest extent.

Use the **Zoom** buttons and slider to adjust the zoom manually.

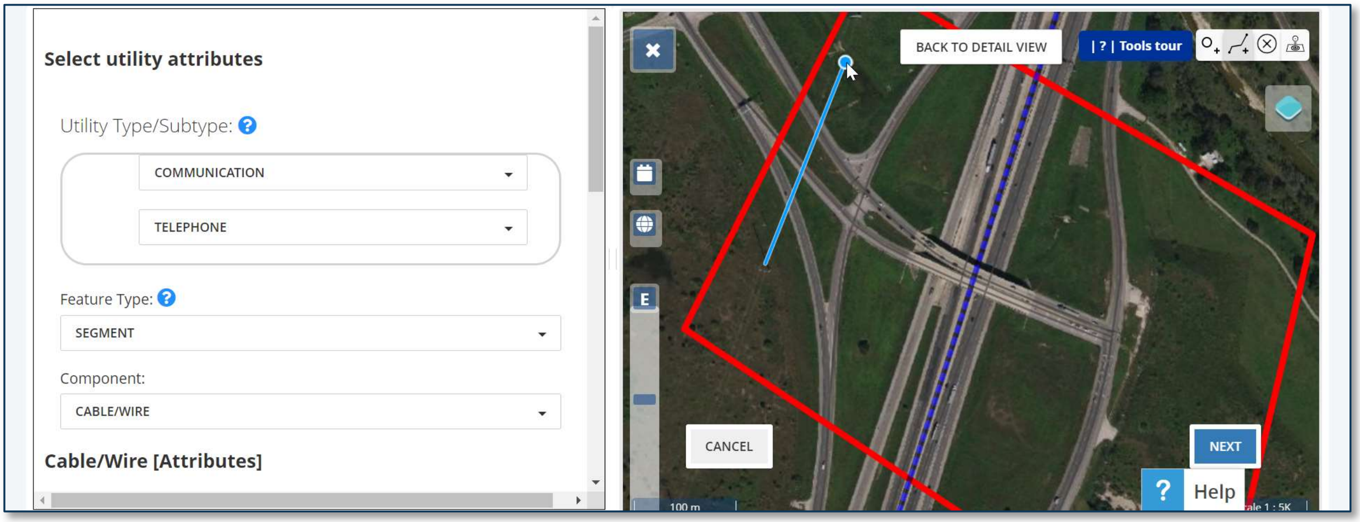
Use the **Layer** tool to adjust what features appear on the map.

Use the **Draw Point** tool to add a single point to the utility design (e.g., a manhole).

Use the **Draw Line** tool to add a line to the utility design (e.g., a pipe).
Double-click when the line is complete.

Use the **Delete Geometry** tool to remove a point or line you have already drawn.

Use the **Add Survey** tool to add survey data to the map (this opens the **Create Survey** page).



1. Use the appropriate tool to add design information to the map.

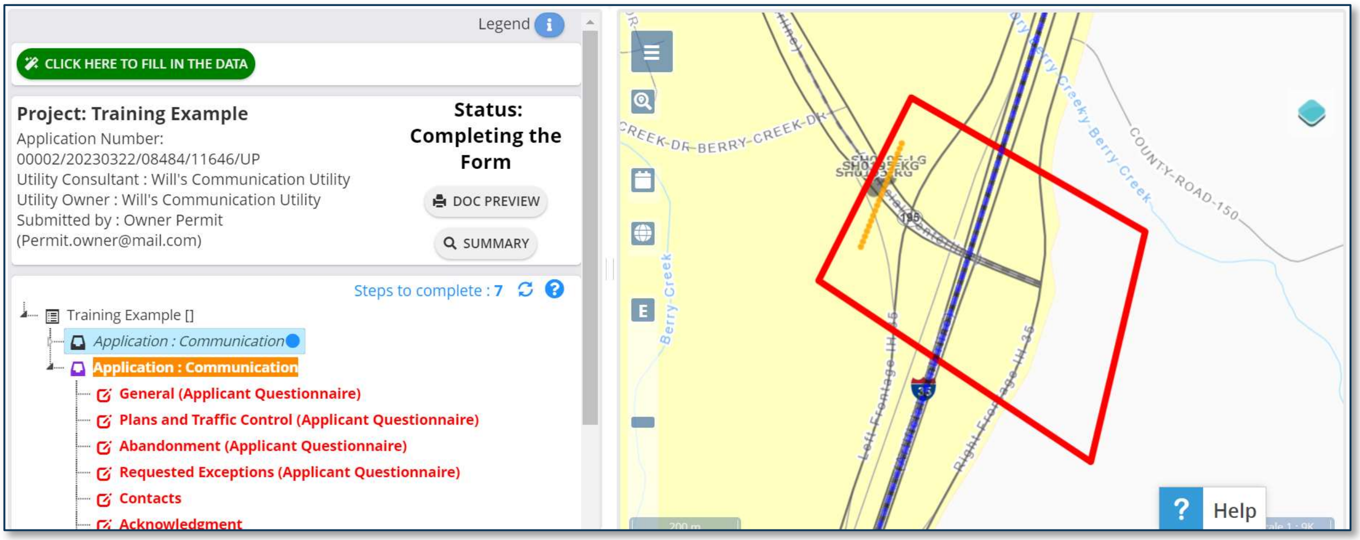
   As a point or complete line is added, the **Data Panel** automatically displays applicable selections.
2. Select the applicable attributes.

   For sewer and wastewater, select **Non-Potable Water**.
3. Click the **Next** button in the lower right corner.

   Once all impacted utilities have been added to the map,
4. Click **End Design Draw Phase** in the lower right corner.

   A summary page appears. Click **Continue**.

The **Application Details** page appears with the utility design visible on the map.



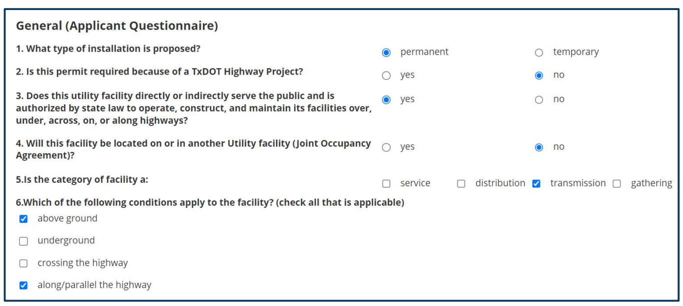
To continue the application, click **Click Here to Fill in the Data** button.

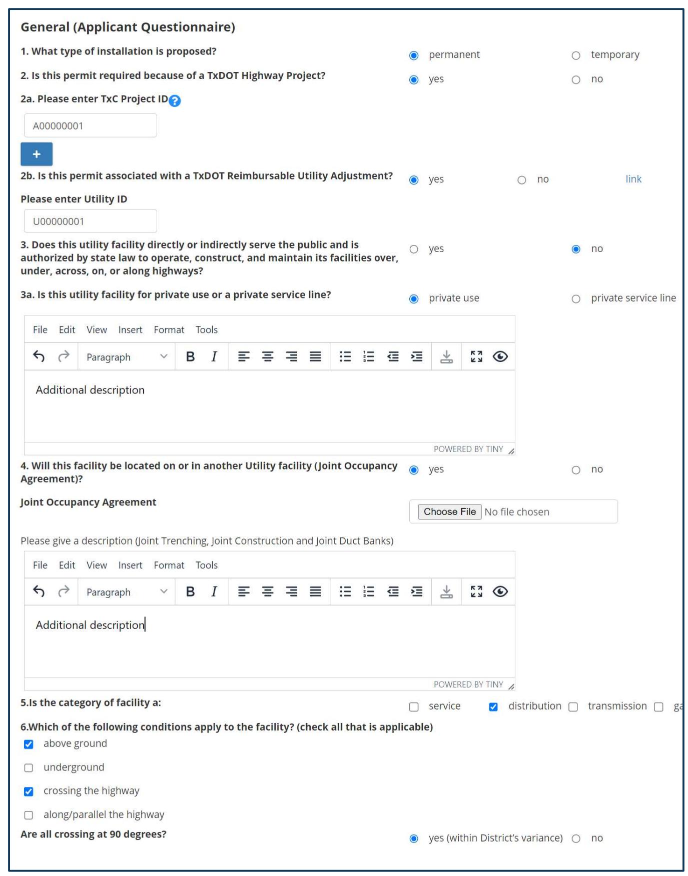
The next step in completing the application is to **Complete the Questionnaire**. This is described in the next section of this job aid.

4. Complete the Questionnaire

Answer each question in each section of the questionnaire.

- Click a round **radio button**, which allows for only one selection.
- Click square **checkboxes**, which allow for multiple selections.
- Click the Add button to provide more than one prompted field (e.g., a TxDOTCONNECT Project ID).
- Click Choose File when prompted to attach a relevant file (e.g., a Traffic Control Plan).
- Click the Delete button to remove an added field or attached file.
- Some selections will result in the display of follow-up questions, requesting additional information. For example, see the how the same page changes depending on selections.





1. Complete the **General** page.
2. Complete the **Plans and Traffic Control** page.
3. Complete the **Abandonment** page.
4. Complete the **Requested Exceptions** page.
5. Complete the **Contacts** page.

As you complete each page of the questionnaire, click **Next** to continue to the next page.

6. Complete the **Timeframe** page:
   - Indicate the **Proposed Schedule** (From and To) for the permit.
   - Indicate the **Duration** of the permit.
   - The **Actual Schedule** can be inserted at a later date when known.
   - Enter any relevant **Notes** (not required).

7. Complete the **Occupation** page:
   - A **Work Description** is required.
   - Enter any relevant **Notes** or **Reference Code**.
   - Attach any relevant **Documents** or **Pictures**.

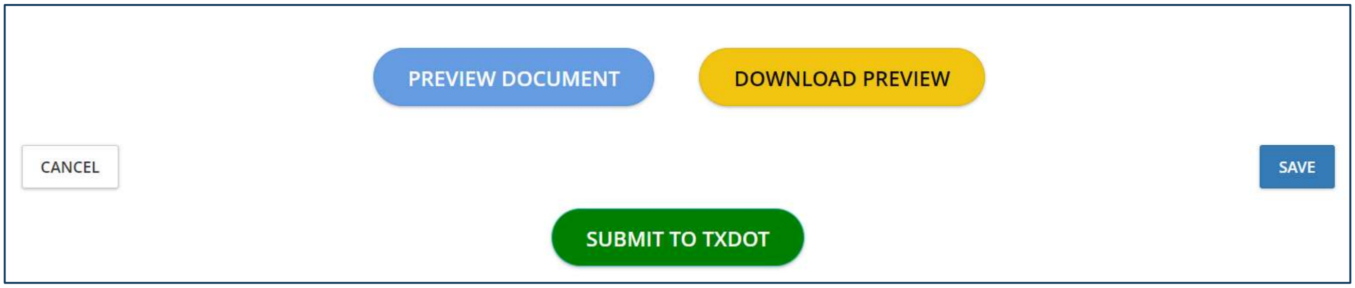
8. Complete the **Acknowledgment** page. This constitutes a digital signature

This step is only required when the utility submits without a consultant.

☑ By signing below, I certify that I am authorized to represent the Utility Owner, that I agree to the provisions and requirements included in this Utility Permit Application, and the commencement of construction will further attest to the Utility Owner's review and acceptance of said additional provisions and requirements.

5. Submit the Application

When all questions (in every section) of the questionnaire are complete, submit the utility permit application to TxDOT for review.

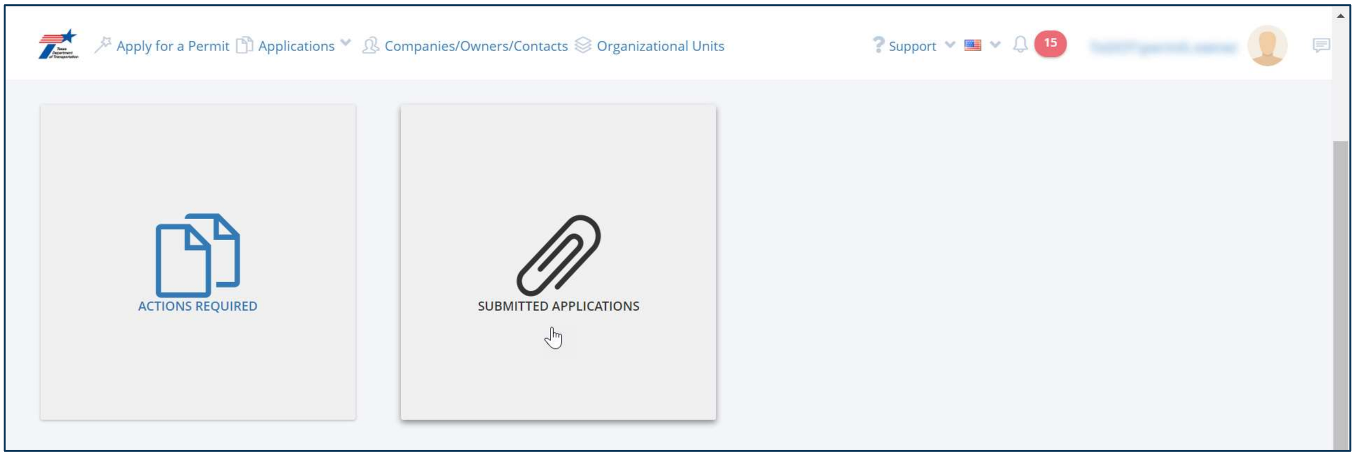


Select from the following:

- **Preview Document** – view a PDF version of the current utility permit application.
- **Download Preview** – download a PDF version of the current utility permit application.
- **Submit to TxDOT** – submit the current utility permit application to TxDOT for review.
- **Cancel** – cancel the current information and return to the **Application Details** page.
- **Save** – save the current information.

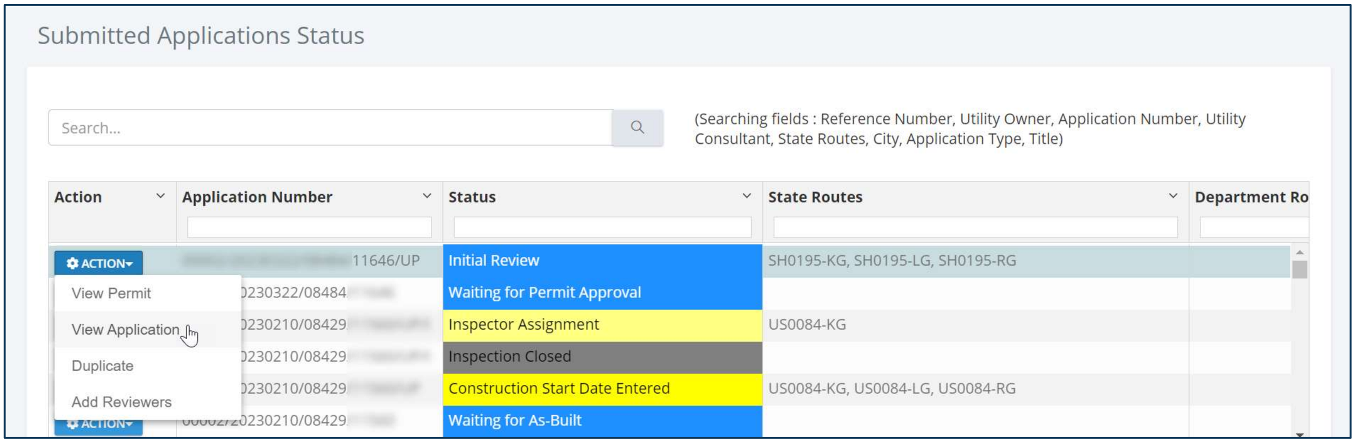
6. Check the Status of a Submitted Application

To check the status of a submitted application, begin on the **Home** page and follow the steps below.



1. Click the **Submitted Applications** button.

The **Submitted Application Status** page appears.



2. Use the **Search**, **Sort**, and **Filter** features to find the application you wish to check.
3. Click **Action** next to the application you wish to check.

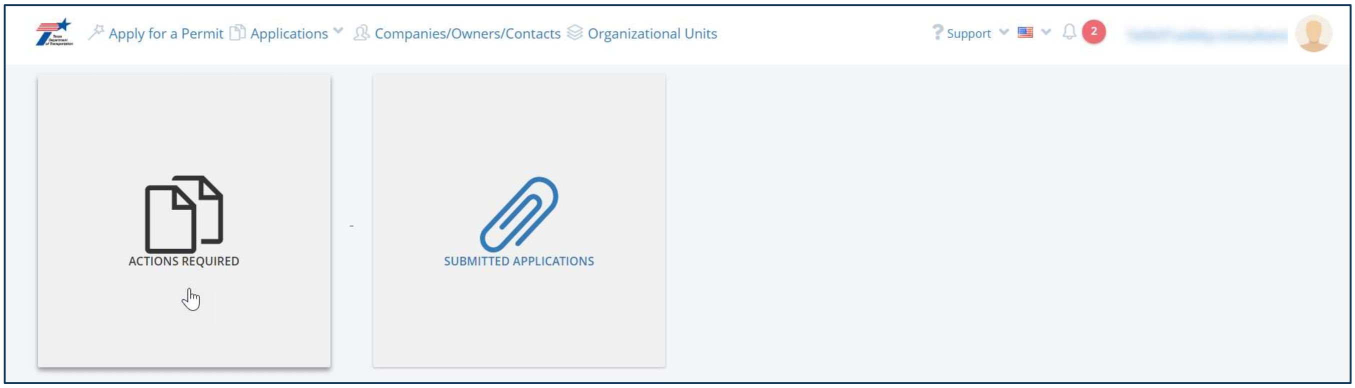
An **Action** menu appears.

4. Select from the following
- View Permit
- View Application
- Duplicate
- Add Reviewers

⚠ The **Action** menu options change depending on the status of the application. You cannot edit or process an application that has been submitted or returned to another party.

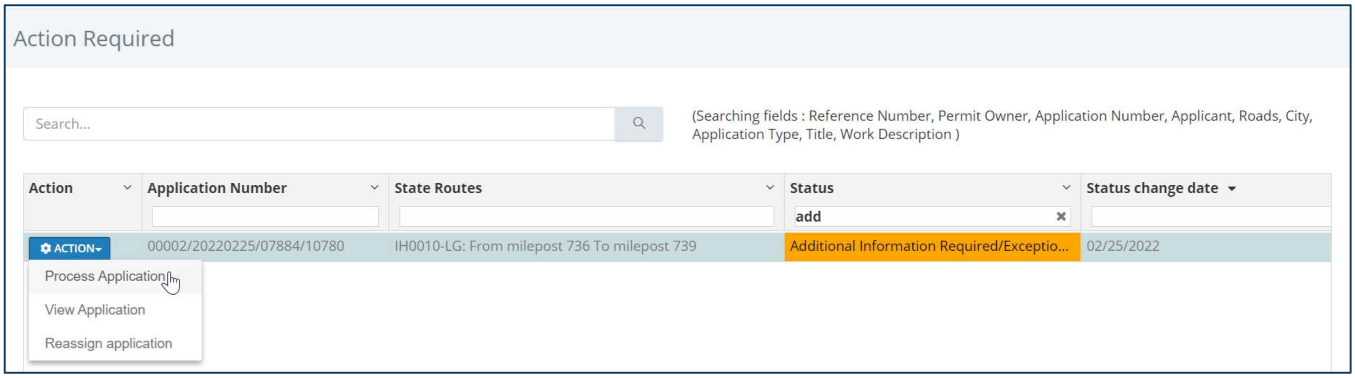
7. Respond to Requests for Additional Information

During TxDOT's review of the application, a reviewer may request additional information. If so, you will receive an email notification. Log in to RULIS within 10 days to submit a response.



1. Click the **Actions Required** button.

The **Submitted Application Status** page opens.

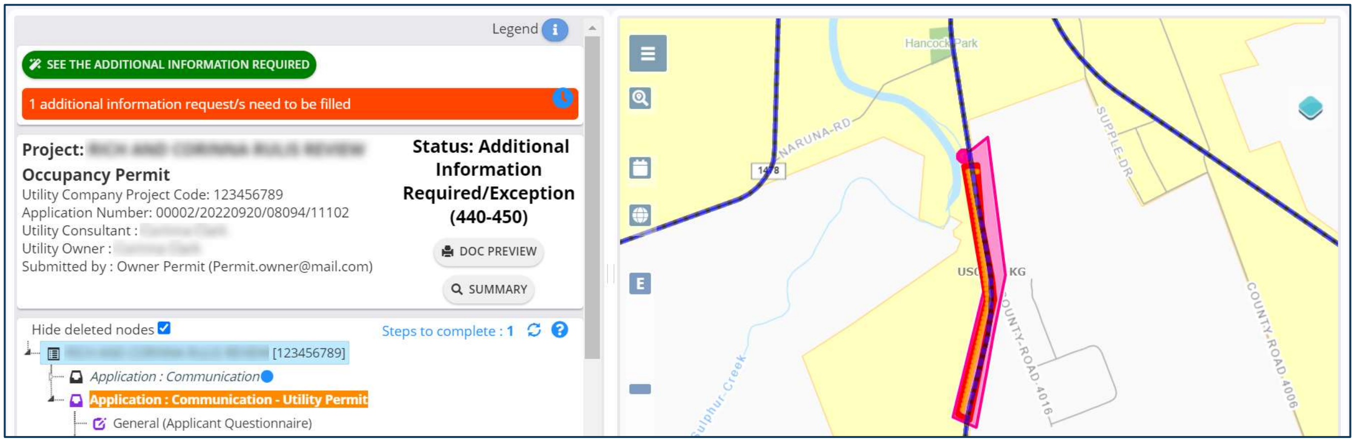


2. Use the **Search**, **Sort**, and **Filter** features to find the application you wish to check.
3. Click **Action** next to the application you wish to check.

An **Action** menu appears.

4. Click **Process Application**.

The **Application Details** page opens.

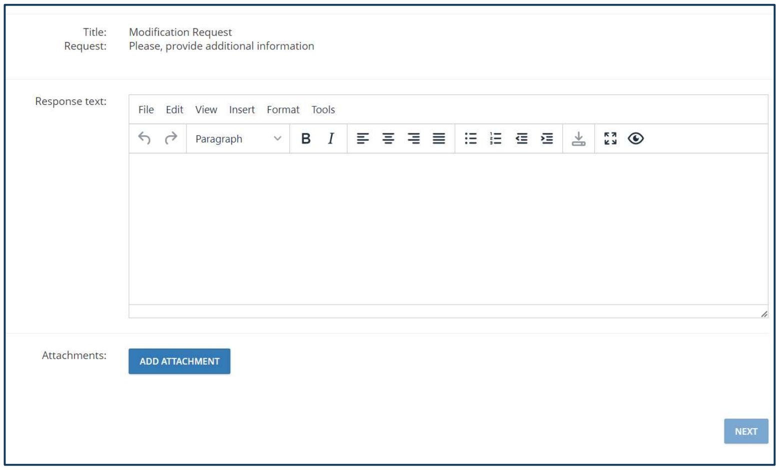


5. Click **See Additional Information Required**.

The **Reply to the Modification Request** page opens.

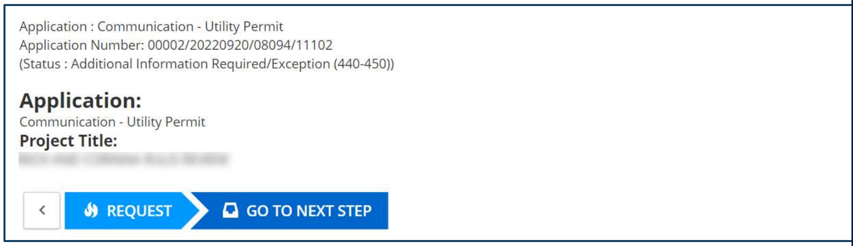
6. Review the **Request** text.
7. Enter **Response** text.
8. Click Add Attachment to attach a file (if needed).
9. Click **Next**.

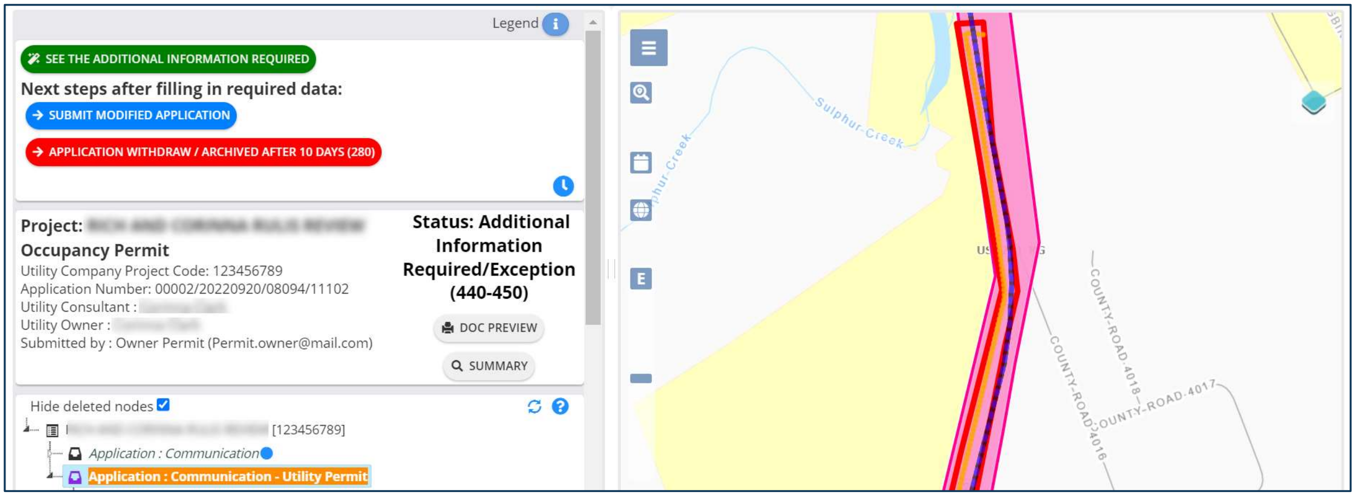
The Application Status summary opens.



10. Click **Back to Detail View**.

The **Application Details** page opens.

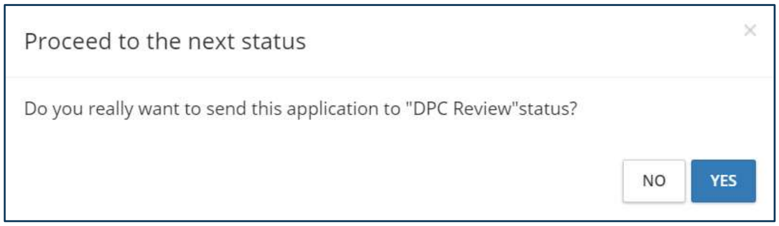




11. Use the **nodes** in the **application tree** to make any other required modifications.

12. Click **Submit Modified Application**.

A confirmation message appears.

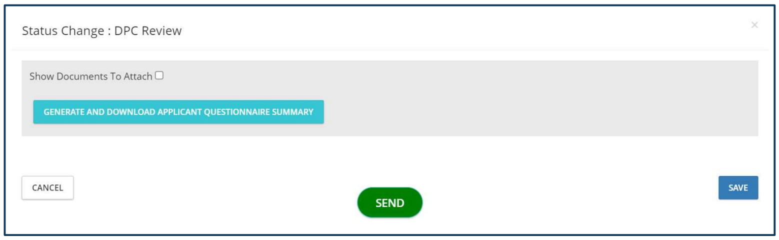


13. Click **Yes**.

A **Status Change** window appears.

14. Click **Send**.

The application is submitted back to TxDOT.



8. Manage Tasks for Approved Permits

When the permit gets approved:

- The status of the application becomes, “Permit Approved - Waiting for Construction Start Date”.
- The person who submitted the permit, the owner company, and the consultant company receive a notification email with the permit attached.
- If the permit package is too large and the email was not able to be sent, you can always download the permit from the summary.

Once the utility permit application is fully approved by TxDOT, utility owners and consultants can still perform several tasks in RULIS, including:

- Download the Permit
- Request a New Schedule
- Request an Amendment
- Enter Work Start Date
- Enter Work End Date
- Upload As-Built Data

These processes are described below, starting from the **Permit Details** page.

Download the Permit

To open an approved permit:

1. Click **Actions**
2. Click **Download Permit** under the permit status.

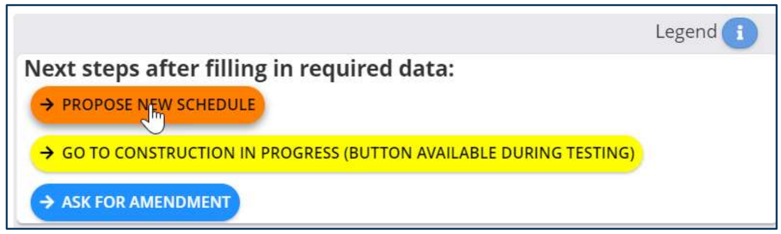
The file will download to your browser.

Request a New Schedule

To request a new schedule,

1. Click **Propose New Schedule**.

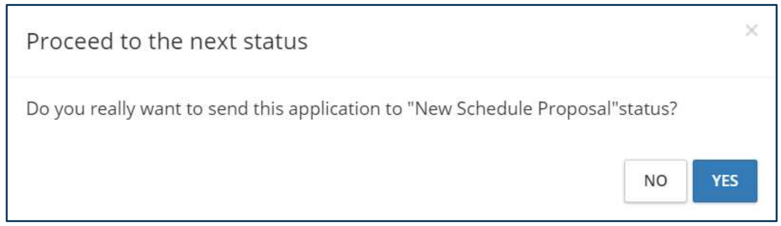
A confirmation message appears.



2. Click **Yes**.

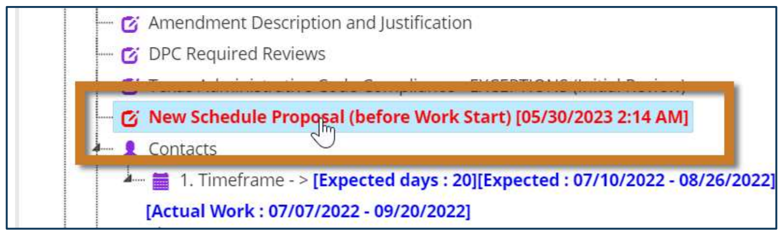
Another confirmation message appears.

3. Click **OK**.

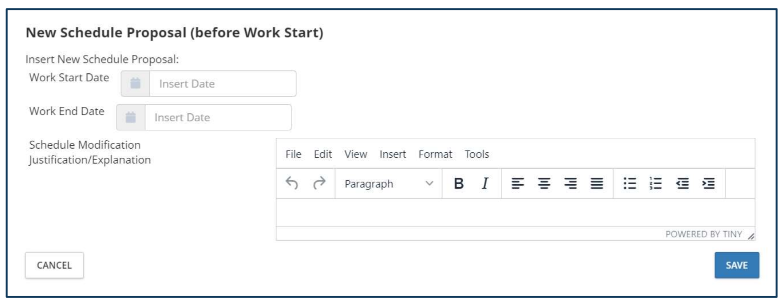


4. Double-click the **New Schedule Proposal** node in the tree.

The **New Schedule Proposal** window appears.

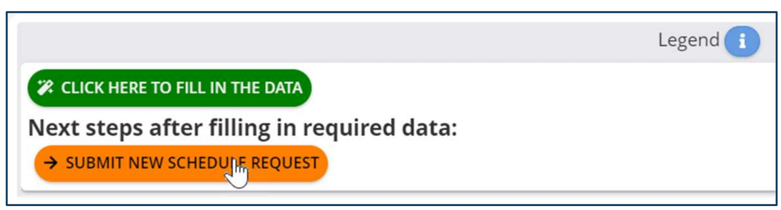


5. Select a **Work Start** date.
6. Select a **Work End** Date.
7. Enter **Schedule Modification Justification/Explanation** text.
8. Click **Save**.



9. Click **Submit New Schedule Request** in the **Permit Details**.

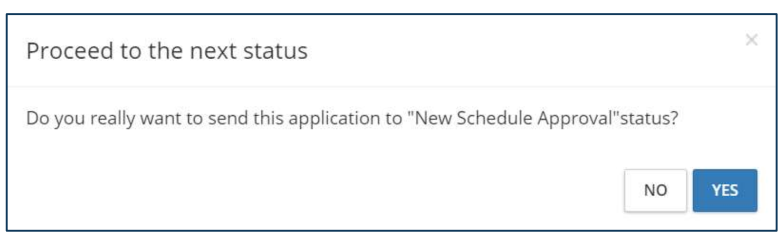
A confirmation message appears.



10. Click **Yes**.

A **Sent to Next Status** message appears.

11. Click **OK**.

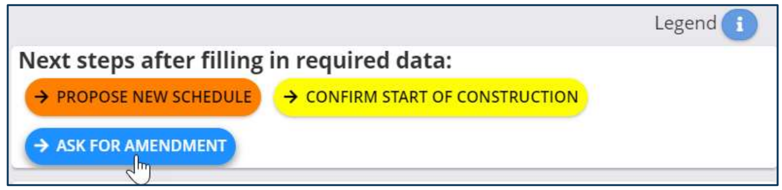


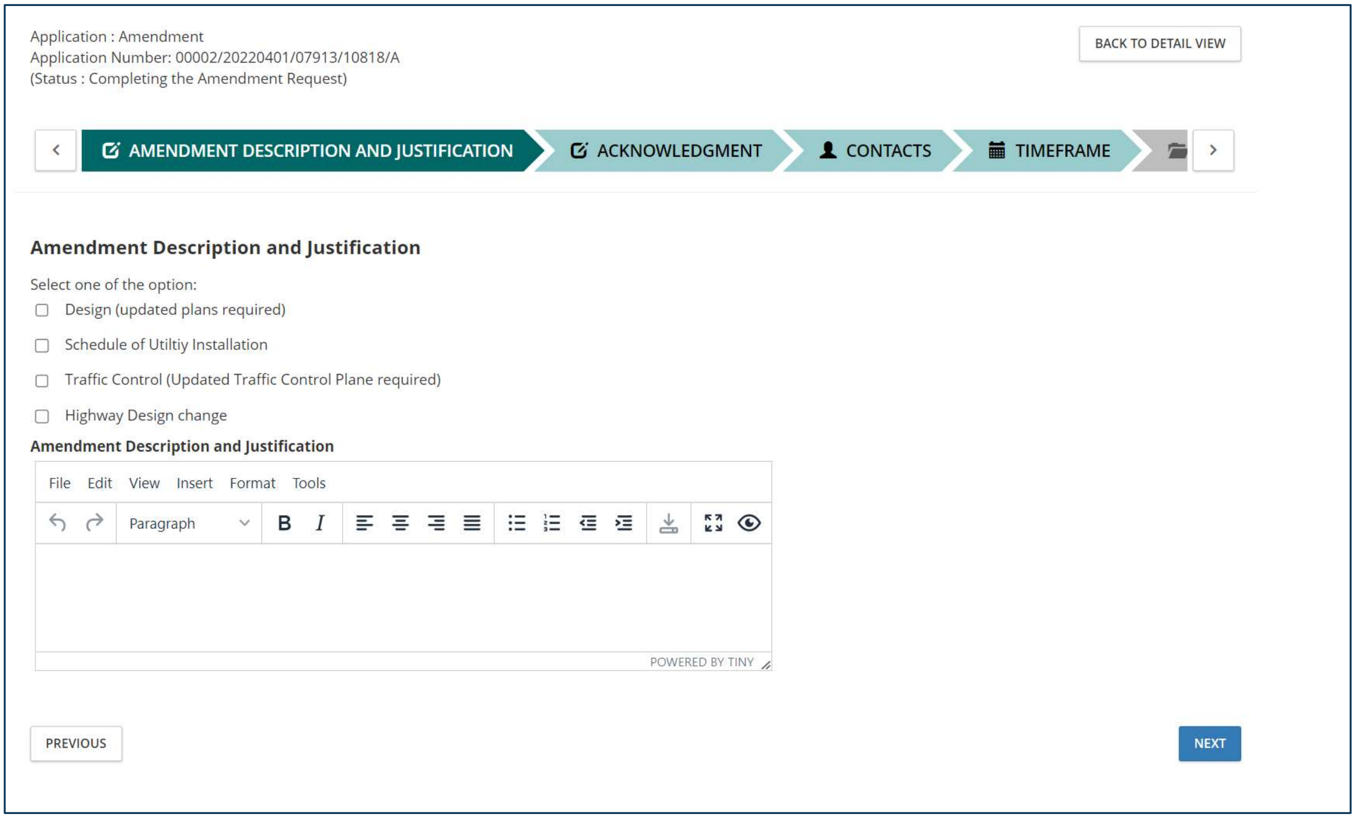
Request an Amendment

To request an amendment to a permit,

1. Click **Ask for Amendment**.

The **Amendment Description and Justification** page opens, with an "**A**" at the end of the application number.





2. Select an amendment **option**.

- If you select **Design** or **Traffic Control**, updated plans are required to be attached.
- If you select **Design**, change the design using the **Design** node in the tree.

3. Enter **Amendment Description and Justification** text.
4. Click **Next.**

Complete the remaining pages of the amendment the same way as for the original permit application.

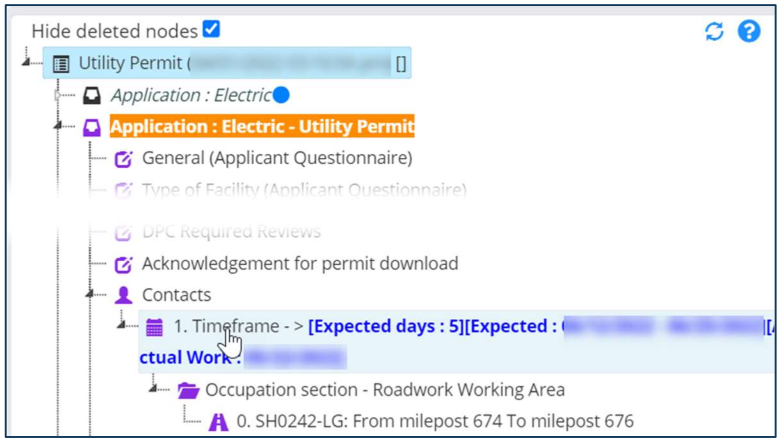
- If the amendment changes the dates, enter the new proposed schedule in the Timeframe page.
- If work is already in progress, the Actual Start of Work date cannot be changed.
- If work has not started, the Actual Start of Work date will be requested after the amendment has been approved.

Enter Work Start Date

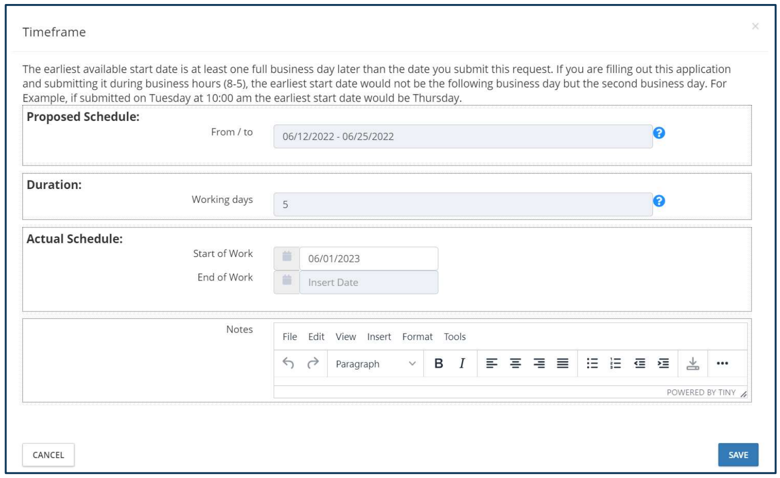
To enter the work start date for a utility that is ready to begin construction,

1. Double-click the **Timeframe** node in the tree.

The **Timeframe** window appears.

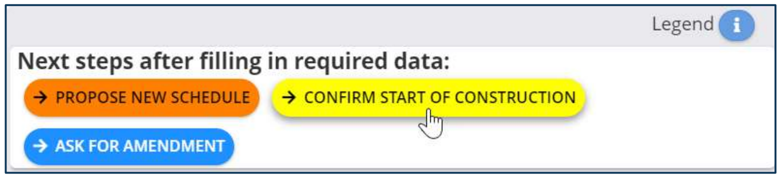


2. Select the **Actual Schedule**: **Start of Work**.
3. Click **Save**.



4. Click **Confirm Start of Construction**.

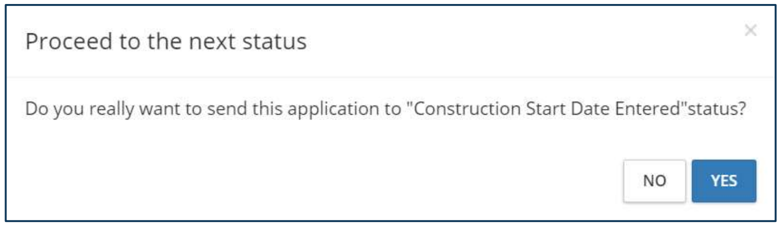
A confirmation message appears.



5. Click **Yes**.

A Sent to Status message appears.

6. Click **OK**.

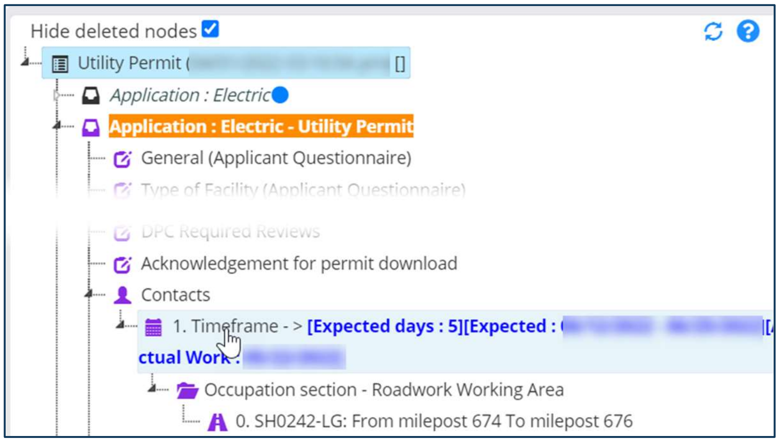


Enter Work End Date

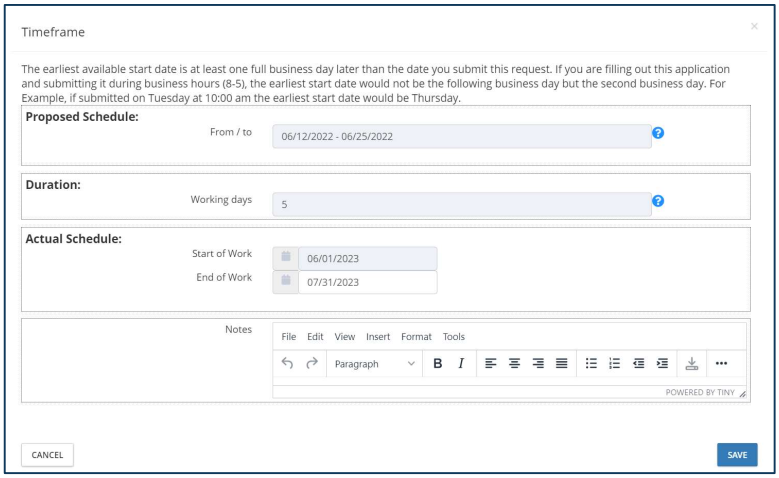
To enter the work end date for a utility that has completed construction,

1. Double-click the **Timeframe** node in the application tree.

The **Timeframe** window appears.

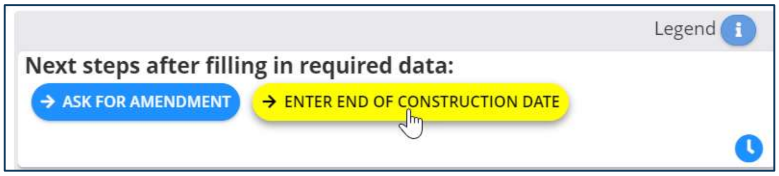


2. Select the **Actual Schedule**: **Start of Work**.
3. Click **Save**.



4. Click **Enter End of Construction Date**.

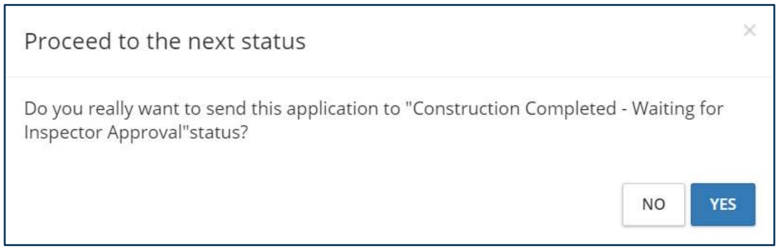
A confirmation message appears.



5. Click **Yes**.

A Sent to Status message appears.

6. Click **OK**.

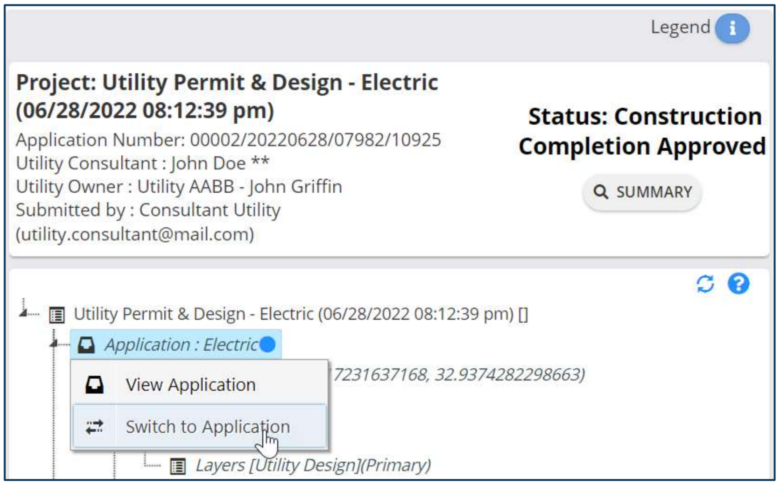


Upload As-Built Data (if required)

To upload As-Built data (if required) after work is completed and inspection approval is received,

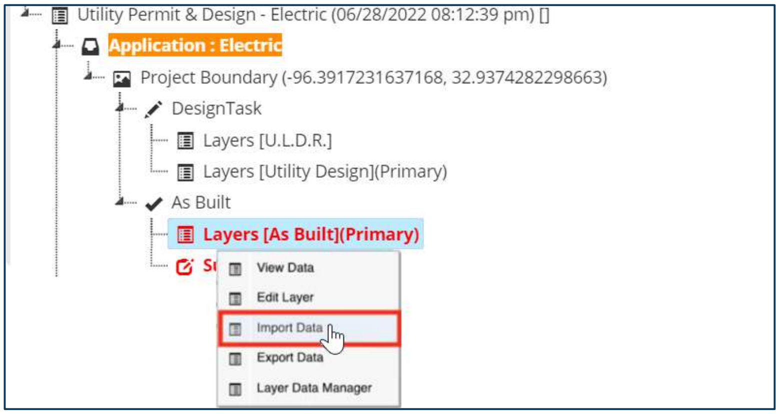
1. Right-click the **Application** node that contains the Design Tasks.
2. Select **Switch to Application**.

The **Application Details** page opens.



3. Right-click the red **Layers [As Built](Primary)** node.
4. Select **Import Data**.

The **Layer Data Import** page opens.



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5. Click **Choose File** for a **CSV** file or an **ESRI** shape file.
6. Browse for the file.
7. Click **Open**.
8. Click **Next**.

- RULIS allows you to preview the uploaded data and make updates as needed.
- TxDOT will review the As-Built data, and may require modifications or adjustments.